**Tips for Probationary meetings for New Employees**

Meetings during the probationary period with your supervisor are an opportunity for you to:

- Clarify your understanding of the probationary expectations and the standards that are expected of you from your School/Faculty or Centre in relation to your work performance;
- Receive honest and constructive feedback about your performance to date. Your supervisor may want to raise/discuss areas of performance that could be improved or enhanced; and
- Discuss whether or not the probationary objectives that have been set are achievable, appropriate and relevant.

Below are some examples of questions that may be asked by your supervisor during probationary meetings:

**Setting of Objectives**

- How did you find the Corporate Orientation Program and Online Staff Induction website – do you still have any questions about ECU that I can assist with?
- Would you like further clarification on any of the processes or benefits that are relevant to you? i.e. Senior Staff Performance Payments, Management for Performance, Staff Plus, Salary Packaging etc.
- Have you read through the probation materials online? Is the process clear to you and is there any clarification I can provide?
- Do you have a clear understanding of the performance outcome ratings that will be used to assess your performance against the objectives that we will document in your Probationary ‘My Work Plan’?

**Review of Objectives**

- Is the role as you expected it would be? Are you enjoying your role, and do you feel that you have been able to/will be able to achieve your probationary objectives?
- Are there any further training or development activities that you could attend to assist you to achieve your probationary objectives?
- What can I do as your supervisor to further support you in the achievement of your probationary work objectives?

**Assessment of Performance**

- What have you achieved so far of your probationary objectives? And what factors if any have prevented you from satisfactorily achieving the agreed probationary objectives?
- Do you feel you have achieved the objectives that were set at the beginning of the probationary period as documented in your Probationary ‘My Work Plan’?

*In the Probationary ‘My Work Plan’, objectives set together upon commencement should be assessed based on the following ratings and you should use the performance outcome ratings as your guide when discussing achievement of objectives.*